RESOLUTION NO. 2017-25

A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD AMENDING RESOLUTION NO. 1992-05 AND RESCINDING RESOLUTIONS NOS. 2002-01 AND 2015-03; ESTABLISHING TWO CASH DRAWERS AT THE TRANSIT-COMMUNITY CENTER; AND A CASH DRAWER AND PETTY CASH DRAWER AT THE JOHNS PRAIRIE LOCATION.

WHEREAS, the Mason Transit Authority ("MTA") Board by Resolution No. 1992-05 established a petty cash fund in the amount of $100; and

WHEREAS, the MTA Board by Resolutions Nos. 2002-01 and 2015-03, respectively, provided for a $50.00 cash drawer plus a $200.00 Petty Cash drawer be established at Johns Prairie location; and two $100.00 each cash drawers plus a $200.00 Petty Cash drawer at the Transit-Community Center;

WHEREAS, the cash drawers should be assigned to the Administrative Services Manager at Johns Prairie and the Transit-Community Center Manager to maintain adequate internal controls and accountability for passes, cash and sales records for each of their respective locations; and

WHEREAS, the need exists to eliminate the Petty Cash drawer at the Transit-Community Center and increase the Petty Cash drawer amount at the Johns Prairie location from $200.00 to $250.00.

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that there be two locked cash drawers of $100.00 each assigned to the Transit-Community Center Manager; and one locked cash drawer of $50.00 and a Petty Cash drawer of $250.00 be assigned to the Administrative Services Manager at the Johns Prairie location.

BE IT FURTHER RESOLVED that Resolution No. 1992-05 shall be amended to reflect the new amount to be held at the Johns Prairie location and Resolutions Nos. 2002-01 and 2015-03 are rescinded in their entirety.

Adopted this 19th day of September, 2017.

Terri Drexler, Chair
Wes Martin, Authority Member

John Campbell, Vice-Chair
Tracy Moore, Authority Member